

**WAUKESHA COUNTY HEALTH AND HUMAN SERVICES
JOINT CONFERENCE SUB-COMMITTEE
MINUTES**

Monday, June 4, 2012

Board Members Present: Michael O'Brien, Dennis Farrell, Joe Vitale, Pauline Jaske and Janel Brandtjen

Staff Members Present: Cindy Buchholz, Dr. James Rutherford, Crystal Boyd, Joan Sternweis, Janet Koller, Janet Rasmussen, and Pat Russell

Staff Members Excused: Dr. Rada Malinovic

Chair O'Brien called the meeting to order at 1:33 PM.

Announcements:

Due to failure to post December 12, 2011 and April 2, 2012 meetings on the county internet a special meeting will be held to discuss, review and approve meeting minutes. Karen Cooper will follow up with arranging a date.

Minutes:

The April 2, 2012 minutes of the Joint Conference Committee meeting were reviewed. The title of the acting hospital administrator was corrected as well as the spelling Dr. Muni Patel's name.

MOTION: Janel Brandtjen made a motion seconded by Dennis Farrell to approve with the corrections noted. All voted and the motion carried.

Hospital Statistics:

2012 year to date hospital statistics: Admissions – 296, discharges – 296. Average length of stay 6.2, average number of beds occupied 18.8. Total revenue year to date \$777,651.

Janel Brandtjen questioned reason for zero dollar amounts in the revenue lines for April. She asked if all accounts receivable billing and accounts payable is current. Joan Sternweis and Janet Koller will follow up with fiscal. Janel Brandtjen questioned the negative number under 2012 Mar BAS total -\$466,517. Joan Sternweis suggested asking Randy Setzer to include a monthly narrative status report.

MOTION: Janel Brandtjen made a motion and Joe Vitale seconded to accept hospital statistic report with follow up requested. All voted and the motion carried.

Performance Improvement:

The following departments have met all of their Performance Improvement standards for this quarter:

- Housekeeping
- Psychology
- Lab
- Occupational Therapy

The following departments did not meet their threshold in one or more areas for this quarter:

- Medical Services was below compliance thresholds in three areas:
 - Telephone orders signed within 48 hours – 66%
 - History & Physical dictated within 24 hours of admission – 91%
 - Neuro exam completed as part of H & P – 91%
- Inpatient Psychiatry was below compliance thresholds in one area:
 - Informed consent signed by patient for each psychotropic med ordered – 68%
- Seclusion and Restraint:
 - Seclusion – There were 7 episodes of seclusion – One indicator was below compliance threshold:
 - Debriefing tool completed after episode – 83%
 - Restraints – There were no episodes of restraints this quarter.
- Infection Control was below compliance threshold in two areas:
 - Documentation of recent exposure to communicable disease on admission nursing database – 92%
 - Annual staff training for universal precautions and blood borne pathogens – 85%
- Health Information was below compliance thresholds in two areas:
 - Transcription spelling errors – 84%
 - Charts completed within 30 days of discharge – 78%

Plan of correction for State and CMS Surveys :

- Monthly reviews are continuing with results shared with department heads.

MOTION: Joe Vitale made a motion to accept hospital service update, seconded by Janel Brandtjen. All voted and the motion carried.

Utilization Review (UR):

Crystal Boyd reported they are pursuing to hire a part time person to perform UR on a daily basis. Crystal Boyd also reported UR and billing staff are meeting regularly; working together to recover past denied claims.

MOTION: Joe Vitale made a motion, seconded by Dennis Farrell to approve UR report. All voted and the motion carried.

Medical and Psychological Staff:

Dr. Rutherford reported recent addition of Dr. Muni Patel to work with children and adolescents in the outpatient clinic.

MOTION: Dennis Farrell made a motion, seconded by Janel Brandtjen to approve Dr. Rutherford's report. All voted and the motion carried.

Hospital Services Update:

Policies and Procedures

Treatment and Services Support Unit – TSSU – Chart Breakdown discharge/breakdown of charts. Joan Sternweis corrected the name of the unit should be Treatment and Support Services Unit.

MOTION: Dennis Farrell made a motion seconded by Joe Vitale to accept policies and procedures with changes noted. All voted and the motion carried.

JCC Bylaw review

Suggestion made to select two HHS board member who can substitute on this committee in the event of a quorum issue.

Overview of professional staff

Joe Vitale asked to receive a list of staff and their function. Joan Sternweis will follow up.

Performance Review

A written copy of the Performance Improvement Standards report will be included with meeting agenda and minutes.

Next meeting agenda items:

Agenda items for next meeting. The next meeting will be on Monday, September 10, 2012 at 1:30 p.m. .

Adjournment:

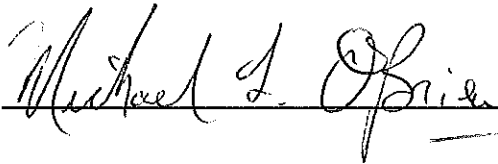
There was no other business.

The meeting adjourned at 2:27 p.m.

Respectfully submitted,

Karen Cooper
Recorder

Approved by: _____



Date: _____

